

## **Construction Inspector**

### **JOB FAMILY DEFINITION**

This classification falls within the Facilities Engineering Job Family encompassing a range of work in which incumbents are responsible for providing engineering oversight of Judicial Council and client facilities and equipment including design review, establishment of standards, quality assurance inspections, code compliance, safety compliance, preventative maintenance, fire and life safety compliance, and energy/resource management. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents, as assigned, are responsible for providing technical construction inspections of architectural, structural, and related elements during construction or alteration of judicial branch buildings and facilities. Incumbents may direct the work of contracted staff, and/or may serve as specialists who work independently and deal with complex and/or sensitive projects relating to detailed technical inspections of construction materials, methods, and work quality, and monitor construction work for compliance with plans, specifications, and regulations. In this capacity, Construction Inspectors ensure compliance with applicable codes, rules, and regulations, provide technical direction in assigned area of expertise, and serve as a point of contact for both internal clients and external regulatory agencies.

### **DISTINGUISHING CHARACTERISTICS**

The Construction Inspector is distinguished from the Engineering Specialist in that incumbents are required to be certified in building construction, inspection, or code enforcement. The Construction Inspector class is also distinguished from the Engineer classification in that incumbents in the Engineer classification are required to be licensed professional Engineers.

### **EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Performs inspections of building and facility projects, ascertaining that the quality of workmanship and materials used in all aspects of the project, such as foundations, building, electrical, plumbing, and mechanical systems conform to the contract documents, building codes, and state and federal legal requirements.
- Monitors and provides technical direction to contract inspectors, special inspections, and materials testing laboratories.
- Monitors and/or schedules inspections performed by outside agencies and/or contractors; reviews progress schedules with contractors to monitor project schedules; approves progress, final and related construction reports, and payment requests submitted by contractors.
- Reviews project specifications and drawings to establish required inspection needs from internal and external sources for capital, renovation, major maintenance projects, and/or major equipment purchases; conducts final inspection of construction projects.
- Arranges and conducts job site visits to review project requirements, clarify questions or provide issue resolution and ensure work is in accordance with codes, regulations, standards, and contracts.

- Establishes and communicates to project managers, processes to permit, commission, plan review, and inspect construction projects as required by the Judicial Branch Capital Program Management Manual and the California Building Standards Code; enforces inspection procedures and outlines construction methods, as required.
- Issues inspection notices and notices of non-compliance to contractors on incorrect construction methods or materials found during inspection, conferring with contractors on plans and specifications, and issuing correction notices, where necessary.
- Assists in the resolution of conflicts between building inspectors and contractors on controversial construction matters.
- May serve as liaison and primary point of contact for inspection related regulatory agencies.
- Provides input into capital projects, facilities maintenance projects, and/or major equipment maintenance/purchases in area of discipline.
- Prepares complex reports, plans, and documents.
- Represents the Judicial Council at meetings related to assigned area
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE

Bachelor's degree, and three (3) years of professional experience in building/construction inspection, or experience as a general contractor, field superintendent, architectural/engineering project field coordinator or other facilities analyst experience that would provide the knowledge and skills necessary for compliance with building codes, plans and specifications. *An additional four years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Two years as an Engineering Specialist, in the assigned field, with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Engineering Specialist in a California Superior Court or California state-level government entity.

### LICENSING AND CERTIFICATIONS

Valid driver's license and;

Must possess **at least** one of the following:

- Valid Class A Hospital inspector certification from the Office of Statewide Health Planning and Development (OSHPD);
- Valid certification as a Class 1 project inspector by the Division of the State Architect (DSA);
- Valid certification from the International Code Council (ICC) as a Combination Commercial Building Inspector; or
- Valid certification as a Registered Construction Inspector, Division II – Building, from the American Construction Inspector's Association (ACIA).

## **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Construction inspection principles, methods, practices, and techniques;
- Planning and drawing methods for engineering and/or life-safety;
- Building systems, building science, and physical plant design and operability including, but not limited to elevators, security, plumbing, HVAC, electrical/lighting systems and controls;
- Contract oversight methods for monitoring contracted repair and maintenance work;
- Project management principles;
- Preventative maintenance principles, practices, and standards, as assigned;
- Solar System inverters, panels, and design orientation, as assigned;
- Cogeneration plant components and operation, as assigned;
- Basic engineering energy calculations, as assigned;
- Leadership for Energy and Environmental Design (LEED);
- Federal and state energy incentive programs;
- Best practices and emerging technologies;
- Provisions of Title 24 of the California Code of Regulations;
- Principles and practices of facilities quality assurance services;
- Data and records management principles and practices;
- Safety principles, practices, regulations, and procedures related to the work;
- Mathematical concepts;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

## **SKILL IN**

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Proficiency in reading construction and engineering plans and drawings;
- Performing inspection work;
- Collecting, reporting, and maintaining data and recordkeeping;
- Responding to technical inquiries and information requests;
- Explaining technical information in layperson's terms;
- Applying safe work practices;
- Preparing complex documents including, but not limited to, reports, plans, and grant funding requests;
- Providing basic project management and construction contracting;
- Monitoring and researching industry trends, solutions, and best practices;
- Monitoring project schedules, compliance, and construction contract deliverables;
- Coordinating deadlines and prioritizing completing demands;
- Monitoring contract inspection activities;
- Performing mathematical calculations and estimating resources and costs;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

## **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, climbing stairs, reaching, standing, fine motor coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands, repetitive manual tasks, bending/kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases and poor ventilation; underground, confined or restricted workspaces; and heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*